

UNIVERSITY COLLEGE CORK FINANCE OFFICE

Accounts Payable

Agresso Purchasing Policy

- All goods and services should be procured via an Agresso purchase order issued to the supplier.
- The invoice received from the supplier/payee quoting the PO number should be sent to invoice@ucc.ie for payment.
- Payment will be made by electronic funds transfer directly into the supplier bank account.

Once-Off Sundry Invoice - Supplier not on Agresso

Payment is permitted in once off circumstances if the supplier is not set up on Agresso.

The following conditions should be met for a once off payment to be made:

- The value of invoice must be under €1,000.
- The supplier/payee is used on a once off basis and will not be paid again within the financial year-Oct-Sept.
- The supplier is not providing a professional service.

In these circumstances a [Sundry Payment Request Form](#) must be completed and returned to Accounts Payable along with a signed and coded invoice.

This will be processed in line with the normal payment schedule, details of which can be found at the following link: <https://www.ucc.ie/en/financeoffice/ap/paymentschedule/>

Sundry Payment Request - Multiple Payees

In cases where there are multiple sundry payments, e.g. fee refunds / prizes / scholarships / bursaries, please contact karen.sheehan@ucc.ie who will supply you with a specific sundry journal upload spreadsheet.